

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION SERVICES DIVISION
INFORMATION AND ANALYSIS BRANCH
APPLICATION AND WEB SERVICES SECTION**

DUTY STATEMENT

JOB TITLE: Associate Programmer Analyst (Specialist)

GENERAL STATEMENT OF DUTIES: Working independently and as part of a team, analyze, design, develop, test, implement, and maintain web-based applications including automated systems to collect and manage vendor cost statements and other information. The incumbent is a technical expert in developing client-side and server-side software, SQL databases and Internet technology and Web-based applications.

This position involves working closely with top management and others to identify and establish goals and objectives that conform to the Department's business strategies and user and stakeholders needs. Duties include developing plans to resolve business problems and implement e-government solutions using Internet and Web technologies; design databases and system architectures; develop internet applications using HTML, XML, ColdFusion, and other web-based technologies; provide expert advice and technical assistance to internal and external customers on the feasibility, design, and implementation of e-government solutions.

SUPERVISION RECEIVED: Position receives general direction from the Deputy Director of Information Services Division.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Work on a personal computer up to 80 percent of the time. Occasionally required to lift and carry objects weighing up to 25 pounds, and some travel.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned offices with smoke-free environment.

EXAMPLES OF DUTIES:

- 30% Work independently and as a part of a team or as team leader to design and program Web applications using ColdFusion, JavaScript and other application development software.
- 25% Design, develop, and implement databases that meet business and functional requirements of the web applications.
- 25% Work closely with program staff to keep websites and associated programs updated with ongoing changes to regulations, rate structures and other business rules and in converting these ongoing changes into the complex logic required to operate and maintain the system.

EXAMPLES OF DUTIES:

- 10% Develop and submit regular status reports and other documents as required and attend staff and other meetings.
- 10% Provide information and consulting assistance in defining business information needs and in planning, exploring, and evaluating business process improvements and information technology opportunities.

2/21/05

**DEPARTMENT OF DEVELOPMENTAL SERVICES
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APPLICATION AND WEB SERVICES SECTION**

DUTY STATEMENT

JOB TITLE: Staff Programmer Analyst (Specialist)

GENERAL STATEMENT OF DUTIES: The Staff Programmer Analyst (Specialist) is the project leader in analyzing, designing, developing, testing, implementing, and maintaining automated systems to collect and manage vendor cost statements and other information. These systems includes applications to be used by vendors for submitting information, databases and associated applications for managing the information, rate calculation applications for computing applicable rates, and applications for generating rate letters, associated mailing to vendors, and various reports. The incumbent is a technical expert on SQL databases, Internet technology and Web-based applications. This position involves working closely with top management and others to identify and establish goals and objectives that conform to the Department's business strategies and user and stakeholders needs.

Duties include working independently and as a team leader to develop plans to resolve business problems and implement e-government solutions using Internet and Web technologies; design databases and system architectures; develop internet applications using HTML, XML, ColdFusion, and other web-based technologies; provide expert advice and technical assistance to internal and external customers on the feasibility, design, and implementation of e-government solutions.

SUPERVISION RECEIVED: Position receives general direction from the Deputy Director of Information Services Division.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Work on a personal computer up to 80 percent of the time. Occasionally required to lift and carry objects weighing up to 25 pounds, and some travel.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned offices with smoke-free environment.

EXAMPLES OF DUTIES:

- 30% Work independently and as a team leader to design and program Web applications using ColdFusion and other application development software.
- 25% Design, develop, and implement databases that meet business and functional requirements of the web applications.
- 25% Work closely with program staff to keep the website and associated programs updated with ongoing changes to regulations, rate structures and other business rules and in converting these ongoing changes into the complex logic required to operate and maintain the system.
- 10% Develop and submit regular status reports and other documents as required and attend staff and other meetings.
- 10% Provide information and consulting assistance in defining business information needs and in planning, exploring, and evaluating business process improvements and information technology opportunities.

11/1/05